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DRAFT
5 December 1961
Contract [redacted]
Task Order No. 01/0/18132
Assignment III
Proposed Technical Directive 3

25X1

Declass Review by NGA.

NPIC MAP AND REFERENCE LIBRARY

I. GENERAL

The contractor shall provide the necessary professional services to evaluate and recommend the optimum equipment, layout and procedures for the NPIC Map and Reference Libraries.

II. BACKGROUND

A. The present NPIC Reference Library is rudimentary and while it adequately served the early needs of NPIC, it is now outmoded. The Center's work load and personnel strength have increased and will continue to increase the demands upon the Reference Libraries. The existing operating procedures need to be reviewed and updated in light of the anticipated growth in both accessions and circulation. Additional equipment, including stacks, catalogs, and furniture, will be required [redacted]

B. The NPIC Map Library has grown rapidly to a collection of several hundred-thousand maps and will expand still further. Additional

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2)

storage equipment will be required in the new building and must be compatible with the conveyer system being installed. A simple index, inventory and reorder system is also needed.

C. Wherever practical, the equipment presently used in the Library should be incorporated into the new Libraries. The standards of the American Library Association will be adhered to.

III. SCOPE OF WORK

A. The contractor will submit the following final reports covering both the Map and Reference Libraries:

1. Recommendations of suitable cataloging, charge-out and accessioning procedures which will be as simple as possible comensurate with the demands upon the Libraries.

2. Recommended layouts and equipment specifications.

B. Upon approval by the SO of the recommended layouts and equipment specifications, the contractor will, as project manager, supervise the installation of the equipment (including that to be moved from Steuart Building) to insure compliance with the approved

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and completion by building occupancy date.

recommendations. (The contractor is not authorized to purchase or make contractual agreements for the purchase of any equipment or materials.)

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